



CLASS IV-G FOREST CONVERSION

Description

What is a Forest Conversion?

Timber harvest is regulated by Washington State through the Forest Practices Act (RCW 76.09). A six-year no-development moratorium is placed on property logged under permits issued by the State where conversion of the land to another use is not intended.

If property is intended to be converted to another use within six years of logging, a Conversion permit is needed from Cowlitz County. Conversion harvests are regulated under Cowlitz County Code Chapter 17.20 in addition to the State Forest Practices Act.

Please Note: A Forest Conversion does not automatically remove property from the optional Designated Forest Land tax classification. Please contact the Cowlitz County Assessor's Office to discuss this process.

Review Process

Application Submittal

A materials checklist (provided in this packet) will help you compile all the needed forms, documents and other materials necessary to move forward with a complete application. Once you have compiled all the necessary information and completed the application, you will submit the application to the Cowlitz County Department of Building and Planning. More information on application submittal can be found in CCC 18.02. Your application will be considered for review when it has been completed and all applicable fees have been paid. The Forest Conversion application is submitted during the Planning Clearance process – additional applications and materials may be required depending on the specific details of your project.

Application Review

Once your complete application has been submitted and all fees have been paid, your application will go through a review process.

First, Planning staff will review your application. At this point, staff will ensure that all required materials are present and legible. Staff will also review your narrative and the context of the proposed harvest. A summary of the steps taken to determine your application is complete can be found in CCC 18.02.

Then, staff will review your completed SEPA checklist. The State Environmental Policy Act (SEPA) requires that a review of the potential environmental impacts of the proposed harvest and conversion be conducted. County staff and interested agencies will review the checklist and the application to determine its compliance with applicable Federal, State and County Code. Cowlitz County must determine if there are possible significant adverse environmental impacts associated with each proposal. More specific information about the SEPA process is available in a separate handout available at the Permit Center.

Once the SEPA determination has been made by Cowlitz County, a 14-day public review period begins. The County will complete all public notification requirements in accordance with CCC 19.11.090.

After the SEPA determination has been made, staff will prepare a staff report with findings and conclusions supporting a decision on the proposed activity.



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Application Approval

If your application is approved, you will continue to work with Department of Building and Planning staff to obtain necessary clearances and building permits required for your project.

Review Time

Typically Forest Conversions are completed within 30 days, although this time frame is subject to change depending on staff workload, size and complexity of the proposal, and completeness of application materials.

Fees

The following fees are required to be paid when the application is submitted:

Planning Clearance	\$180
Class IV-G Forest Conversion	\$360
SEPA Determination:	\$450
(* fees may vary given specifics of your project)	

Submittal Checklist

The following items are required at time of submittal; please use this checklist as a guide. Please note that we cannot accept incomplete applications. When you submit your application, please include a copy of this notated checklist so we may ensure all documents are complete.

- ___ 1. **Application Form (included in this packet)**
 - Entire form completed and signed in ink by the owner or applicant with owner authorization
 - Forest Tax Reporting Account Number (available from Washington State Department of Revenue – call 1-800-548-8829)
 - Estimated volume to be harvested
 - Narrative description explaining the nature of the timber harvest and future land development. There is space on the Application Form for this. You may use extra paper if needed.

- ___ 2. **Vicinity Map (to be provided by you)**

- ___ 3. **Site Plan Showing Timber Harvest (to be provided by you):**
 - Layout and dimensions of **existing** parcels, to a measurable scale
 - Harvest limits
 - Proposed erosion control and stormwater management methods
 - Location of all existing structures, drainfields, and driveways, and their distances to property lines
 - Location and dimension of all known easements on the property and adjoining the property, including public and private roads
 - Location of existing and proposed onsite roads
 - Location of rock pits, if applicable
 - Proposed haul route to nearest public road



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- Location of environmental features onsite such as streams, wetlands, steep slopes, unstable stopes, etc., with distances to harvest limits
- Site plan paper sizes accepted: 8.5"x11", 8.5"x14", 11"x17", and 18"x24" (only if accompanied by a smaller copy)

- ___ 4. **Site Plan Showing *Proposed* Conditions following Conversion (to be provided by you):**
- Layout and dimensions of **proposed** parcels, to a measurable scale
 - Conceptual location of all proposed structures, drainfields, and driveways, and their distances to property lines
 - Location and size of all known easements on the property, including public and private roads
 - Location of environmental features onsite such as streams, wetlands, steep slopes, unstable stopes, etc., with distances to development activity
 - Site plan paper sizes accepted: 8.5x11, 8.5x14, 11x17, 18x24 only if accompanied by a smaller copy
- ___ 5. **Completed SEPA Checklist (may be obtained at the Permit Center)**
- ___ 6. **Letter of Owner Authorization, if needed (included in this packet)**
- ___ 7. **Additional Studies (if requested, to be provided by you)**



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Applicant: Please print in ink or type. Planning staff will review this application upon at intake for completeness.

Owner/Applicant Information

Applicant/ Authorized Agent _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Forest Tax Reporting Account Number of Timber Owner _____

Property Owner (if different) _____

Mailing Address _____ City _____ State _____ Zip Code _____

Daytime Telephone _____ Email Address _____

Property Information

Property Address _____

Parcel# (s) _____

Section(s) _____ Township _____ Range _____

Harvest Information

Estimated Volume to be Harvested (In Board Feet) _____

Total Harvest / Land Disturbance Acreage _____

Will you be opening or expanding a rock pit as part of this proposal? Yes No

Will you be constructing or reconstructing a road as part of this proposal? If so, please provide details on length and slope: Yes No

Will you be abandoning any forest roads as part of this proposal? Yes No
If so, please show on site plan.
